

2. You must maintain records on your vehicle. Daily Inspections, Annual Inspections, Service Records, Mileage and Fuel Records and Safety Compliance Inspections. These are among the records that must be kept for specific periods of time.
3. Business records and tax records must be kept for the State of Washington as well as the Internal Revenue Service. Check with your tax advisor on these items.

As you can see, ownership is a responsibility as well as a privilege. Many of these items are normal to all businesses; yet some are specific to our industry. It is up to you how you accomplish these tasks. Your profitability is at stake with most of them.

The Washington Trucking Associations is comprised of trucking companies just like yours. From large fleets to the owner operator, as a participating member you can take charge of controlling and maximizing the return on your major investment. Knowledge is the key to your trucking future. The WTA can help you make it pay! Your success is just a telephone call away.

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## Washington Trucking Associations

930 S. 336<sup>th</sup> Street, Suite B  
Federal Way, WA 98003

### Telephone Numbers

Office: (253) 838-1650 Fax: (253) 838-1715  
Toll Free: (800) 732-9019

### Web Site

[www.wtatrucking.com](http://www.wtatrucking.com)  
(With links to government agencies!)

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## USEFUL WEB SITES

### FEDERAL

U.S. DEPARTMENT OF LABOR  
[www.dol.gov](http://www.dol.gov)

U.S. DEPARTMENT OF TRANSPORTATION  
[www.dot.gov](http://www.dot.gov)

U.S. DOT SAFESTAT FIGURES  
[www.ai.volpe.dot.gov](http://www.ai.volpe.dot.gov)

DOT BUREAU OF TRANSPORTATION STATISTICS  
[www.bts.gov](http://www.bts.gov)

FEDERAL HIGHWAYS ADMINISTRATION  
[www.fhwa.dot.gov](http://www.fhwa.dot.gov)

FEDERAL REGISTER  
[www.access.gpo.gov/su\\_docs/aces/aces140.htm](http://www.access.gpo.gov/su_docs/aces/aces140.htm)

OFFICE OF MOTOR CARRIERS  
[www.mcs.dot.gov](http://www.mcs.dot.gov)

### STATE

WA DEPARTMENT OF LABOR & INDUSTRIES  
[www.lni.wa.gov](http://www.lni.wa.gov)

WA DEPARTMENT OF LICENSING  
[www.dol.wa.gov](http://www.dol.wa.gov)

WA DEPARTMENT OF TRANSPORTATION  
[www.leg.wa.gov/wsladm/default.htm](http://www.leg.wa.gov/wsladm/default.htm)

WASHINGTON STATE LEGISLATURE  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

WASHINGTON STATE PATROL  
[www.wa.gov.wsp/wsphome.htm](http://www.wa.gov.wsp/wsphome.htm)

WUTC  
[www.wutc.wa.gov](http://www.wutc.wa.gov)

# Washington Trucking Associations

**The Answers To Most  
Asked Questions**



## INTRODUCTION

**Welcome to the trucking industry.** As a new owner, this guide is designed to help you understand the requirements of truck ownership. If you are an experienced trucker, you will find many useful tips regarding your obligations in truck ownership.

While some of the items mentioned below come from the Federal Motor Carrier Safety Administration (FMCSA) and Washington State law, others come from over eighty years of knowledge gained by your fellow truckers as members of the Washington Trucking Associations. As your representative in Olympia and, with an affiliation with the American Trucking Associations in Washington D.C., our knowledge is your guide to the safe and profitable ownership in one of our nation's foremost vital industries.

*"If you've got it, a truck brought it"* is a common truism. Another truism to remember is that the Washington Trucking Associations are watching out for your bottom line. If you have any questions about information contained in this guide, please contact the WTA at (800) 732-9019.

## LICENSING AND IDENTIFICATION

1. Intrastate transport of goods by for-hire carriers requires a permit issued by the Washington Utilities and Transportation Commission. For an application you may call (888) 606-9566.
2. Interstate transportation by for-hire carriers and private carriers requires registration with the Federal Motor Carrier Safety Administration (FMCSA) for purposes of obtaining a USDOT number. For information you may call (360) 753-9875. Registration for intrastate transportation by for-hire carriers and private carriers (WADOT Number) may be obtained through the Washington State Patrol by calling (360) 753-0337. This number identifies your company to state and federal

enforcement agencies.

3. Regarding identification, Washington State requires you to display your company name in letters no less than 3" in height colored to contrast with the vehicle paint scheme. Your WUTC, WADOT or USDOT number(s) must be displayed in approximately 2" letters. Your home, city, and state information is optional. State and federal requirements do vary depending on type of carrier, and other exceptions may apply.
4. If you have employees in your business, you must register with the State Dept. of Labor and Industries, by calling (360) 902-4820 and the State Employment Security Department.
5. Vehicles that are "for-hire" must maintain minimum insurance coverage of \$750,000, although additional insurance may be required.
6. If you are operating a business in the State, trucking or otherwise, you must register with the Department of Licensing, telephone (360) 664-1400. The DOL will issue a Unified Business Identifier (UBI) number, which will be the number all state agencies use to communicate with you.
7. Carriers operating interstate may be subject to additional requirements.

## TAXES AND FEES

1. One of the most overlooked taxes is the Federal Heavy Vehicle Use Tax, Form 2290. This tax is collected by the IRS in August of each year. Proof of this tax payment is now required to renew your annual tonnage. For information, please call (800) 829-1040.
2. Weight fees (tonnage) and registration are issued by the Washington Dept. of Licensing. Depending on your gross weight requirements, these fees allow you to carry a load on your commercial vehicle. Weight fees can be purchased annually, quarterly or monthly.

However, if you operate interstate, you must purchase tonnage annually.

3. Revenues earned by trucking are taxed by the Department of Revenue as one of several different taxable categories. Some transportation tax classifications are non-standard to the other business communities. **You should check with a tax consultant familiar with transportation issues.** In this same light, there are tax credits available to some segments of the trucking industry. For information, you may call the Department of Revenue at (800) 647-7706.

## DRIVER REQUIREMENTS

1. A driver operating any vehicle with a Gross Vehicle Weight Rating of 26,001 lbs. or more, is required to have a valid Commercial Drivers License appropriate for the type and size of vehicle that is being operated. For more information contact your local Department of Licensing office.
2. All commercial drivers with a CDL must be enrolled in a drug and alcohol testing program that complies with state and federal law. **Owner operators** are also required to participate in a qualifying program. All employers are responsible to ensure that the program is continually in compliance. This program is the focus of most field law enforcement efforts. Be warned! The fines are very expensive and generally non negotiable! The WTA has a strong and compliant group program available.

## RECORDS

1. The employer of any CDL licensed driver must keep very specific records on drug and alcohol programs, pre-hire records, driver's license review, driver hours of service, accident history and others. Washington has adopted most of the federal requirements written in the Federal Motor Carriers Safety Regulations. The WTA has all required regulations and record keeping material available for a small fee.